

## **PAY YOUR TRASH, SEWER & STORMWATER BILL THE EASY WAY – ACH WITHDRAWAL**

Lower Allen Township offers an automatic bill paying option for all RESIDENTIAL accounts to make paying quarterly utility bills easy and eliminates the need to write or mail checks, carry cash to our office AND avoid late payments.

**NOTE:** *This service is not available for commercial/business accounts whose sewer rates are based on consumption.*

In lieu of a bill, you will receive a postcard notification indicating your current amount due and the date the automatic bank withdrawal will be processed (or the first business day thereafter). Your charge(s) will appear on your bank statement.

### **TO ENROLL FOR THIS SERVICE, PLEASE DO THE FOLLOWING:**

1. Fill out, sign, and return this entire form **along with a VOIDED CHECK or LETTER FROM BANK STATING YOUR BANK ACCOUNT AND ROUTING NUMBERS**, to Lower Allen Township, 2233 Gettysburg Road, Camp Hill, PA 17011.
2. Make sure the magnetic numbers across the bottom of the voided check are intact, that the check is from the proper account that you want debited, and that you have enough money in that account to cover your bill on the day it is due.  
**NOTE: If your withdrawal is denied for ANY reason, there will be a \$30.00 service charge added to your account in addition to a late payment penalty of 10%**

### **DEADLINES TO ENROLL:**

**Place a checkmark next to the quarter you would like your first ACH withdrawal to occur.** Please note the specific cut-off dates for enrollment. If you enroll after the cut-off date for a particular quarter, you will be enrolled for the next quarter.

- Quarter 1 ACH processing date is February 1 (WE MUST RECEIVE THIS COMPLETED FORM BY DECEMBER 10<sup>TH</sup>)
- Quarter 2 ACH processing date May 1 (WE MUST RECEIVE THIS COMPLETED FORM BY MARCH 10<sup>TH</sup>)
- Quarter 3 ACH processing date August 1 (WE MUST RECEIVE THIS COMPLETED FORM BY JUNE 10<sup>TH</sup>)
- Quarter 4 ACH processing date November 1 (WE MUST RECEIVE THIS COMPLETED FORM BY SEPTEMBER 10<sup>TH</sup>)

Name \_\_\_\_\_

Utility Billing Account Number \_\_\_\_\_

Utility Billing Property Address \_\_\_\_\_

Home Address (if different from above) \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

**YOU MUST NOTIFY US AT LEAST THREE (3) WEEKS PRIOR TO THE WITHDRAWAL DATE SPECIFIC TO THE CURRENT QUARTER, OF ANY CHANGES AFFECTING YOUR ACCOUNT FOR ANY REASON INCLUDING, BUT NOT LIMITED TO:**

1. **Change to bank account information.** A new, properly filled out, ACH enrollment form with new account information, must be sent to or dropped off at our office along with a voided check (or letter from bank) for new account.
2. **Discontinuing this service for any reason, including selling your property.** If discontinuing ACH service, an alternate and timely payment of your quarterly bill will still be required by the billing due date. (check, cash, credit card)

By signing below, I/We hereby authorize Lower Allen Township to withdraw the cost of my quarterly sewer, trash and/or stormwater fee from my checking account. This authorization will remain in effect until I provide the minimum three (3) weeks notification to terminate this agreement for any reason listed above or otherwise. I also agree to notify Lower Allen Township of any changes to the financial institution or account, which is to be debited, with a minimum of three (3) weeks notification accompanied by a new ACH form and copy of new voided check.

**NOTE: Where checking account is in joint names, BOTH owners must sign this authorization.**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_